



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA  
1903 HATFIELD STREET  
FORT HUACHUCA, ARIZONA 85613-7000

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ATZS-CWO

SUBJECT: 2020 Chief Warrant Officer Five Rex Williams Award for Excellence in Military Intelligence Standard Operating Procedures (SOP)

1. The enclosed SOP identifies 2020 eligibility criteria, nomination procedures, and selection process applicable to the CW5 Rex Williams Award for Excellence in Military Intelligence.
2. The SOP will be reviewed annually and updated as required.
3. The Point of Contact for this SOP is the MI Corps Historian, US Army Intelligence Center of Excellence and Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-7000, [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil), DSN 821-4113, or commercial (520) 533-4113.

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A handwritten signature in black ink, appearing to read "David J. Bassili", is positioned above the printed name.

DAVID J. BASSILI  
CW5, MI  
Chief Warrant Officer  
of the MI Corps

## **CW5 Rex Williams Award for Excellence in Military Intelligence Standing Operating Procedure (SOP)**

**1. Purpose.** The MI Corps established the CW5 Rex Williams Award in 2016 to recognize the outstanding achievements of a Company Grade Warrant Officer (WO1-CW2) within the Military Intelligence (MI) community. This award is named in honor of an icon in MI, who spent his 31-year military career improving training, mentoring countless Soldiers, and helping define the foundations of intelligence analysis. CW5 Williams also served as the first Chief Warrant Officer of the MI Corps. This Standard Operating Procedure (SOP) prescribes the requirements and timelines for administering the 2020 CW5 Rex Williams Award for Excellence in MI Program. This SOP also publishes requirements and procedures for nominating and selecting outstanding Company-Grade Warrant Officers (WO) from the MI Corps for competition to earn this prestigious award.

**2. References.** Related publications and referenced forms are listed in Appendix A.

**3. Explanation of abbreviations and terms.** Abbreviations and terms used in this SOP are explained in the glossary (Appendix A).

### **4. Responsibilities**

a. *Chief Warrant Officer of the MI Corps.* The Chief Warrant Officer of the MI Corps (CWO), US Army Intelligence Center of Excellence & Fort Huachuca [USAICoE&FH] or a designated representative will:

- (1) Provide overall supervision of the award program.
- (2) Chair the Williams Award Review Board and selection process.

(3) Present the 2020 CW5 Rex Williams Award for Excellence in MI at an award ceremony to be held in conjunction with the Intelligence Senior Leader Conference at Fort Huachuca in late February 2020 (exact date to be announced later).

b. *MI Corps Historian, USAICoE&FH.* The MI Corps Historian will:

- (1) Update and distribute the SOP annually.
- (2) Ensure completion and qualification of nomination packets for the Review Board.
- (3) Act as the Board Recorder for the Williams Award Review Board.

(4) Assist the CWO of the MI Corps in planning and executing the award ceremony in February 2020.

**5. Objectives.** The MI Corps established the CW5 Rex Williams Award for Excellence in MI to:

- a. Recognize the significant leadership and technical accomplishments of an MI Company-Grade WO (WO1-CW2).
- b. Encourage and sustain competent MI Company-Grade WOs for future leadership and technical excellence in the Army.
- c. Promote the advancement of the MI Corps.

## **6. Eligibility criteria**

a. The CW5 Rex Williams Award for Excellence in Military Intelligence is intended to recognize the leadership and technical contributions of a Company-Grade WO in the field of Military Intelligence during their career as an MI warrant officer.

b. Candidates must meet the following criteria:

(1) Be a Company-Grade MI WO (WO1-CW2) in the US Army. CW2 nominees must not be promotable at the time of nomination submission.

(2) Possess an MI WO Military Occupation Specialty (MOS). Individuals with Cyber MOSs are not eligible.

(3) Be fully eligible for continued service for at least one year after award presentation (i.e. through March 2021). Award cannot be given posthumously.

(4) Not be under unfavorable personnel action or UCMJ.

(5) Meet height and weight standards specified in Army Regulation (AR) 600-9.

(6) Maintain a current passing grade on the Army Physical Fitness Test (APFT). The APFT requirement is waived for deployed nominees who are unable to take the APFT.

## **7. Selection criteria**

a. Selection is based on the overall performance of the Company-Grade MI WO.

b. Selection is based on existing information and should not cause the development of additional sets of records.

c. The Board will consider each nominee in terms of accomplishments, leadership, tactical and technical competence, and commitment to the Army Values. Specifically, each nomination will be rated on the following factors, which should be directly addressed/highlighted in the nomination packet:

- (1) Demonstration of tactical and technical leadership and development of internal/external teams.
- (2) Establishment of an environment that fosters individual and collective training.
- (3) Integration of MI systems and emerging technologies.
- (4) Commitment to the Army values of loyalty, dedication to duty, respect, selfless service, honor, integrity, and personal courage.
- (5) Overall contribution to the MI Corps.

**8. Nomination process for the Active Army, Army National Guard, and the US Army Reserve.** Army units will follow a nomination process consistent with all eligibility criteria and procedures outlined in this SOP. Units will send their nominations via ENCRYPTED email to the MI Corps Historian at [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil) no later than 1 November 2019. Units can also physically mail their nominations to the MI Corps Historian (ATZS-HIS), USAICoE&FH, ATTN: CW5 Rex Williams Award for Excellence, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000. Nomination packets will consist of the items below:

- a. A cover letter in the format provided in Appendix B. The letter should be on unit letterhead, signed by the originator of the nomination, and include the nominee's full name, rank, MOS, unit of assignment, current duty position, duty telephone numbers, and e-mail address. The cover letter must also include verification of candidate's eligibility as indicated in paragraph 6b above.
- b. Two separate memorandums from the nominee's chain of command with one being at the 0-5 level or higher (or civilian equivalent) endorsing the nomination. These memorandums are IN ADDITION TO the cover letter required in 8a. Both memorandums should highlight the endorser's personal knowledge of the nominee's work and personal characteristics outlined in 7c above.
- c. One Department of Army (DA) photograph of the nominee (waived if the nominee is deployed at time of packet submission). For electronic submissions, include the photograph as a separate high-quality (at least 300dpi) color jpg file (do not include photo in pdf file). Hard copy submissions must include a color print, not a photocopy.
- d. UNCLASSIFIED narrative not to exceed two double-spaced typed pages with one-inch margins and Aerial font size 12. The descriptive narrative should detail the

nominee's significant accomplishments within MI and should be based on the criteria for evaluation contained in paragraph 7c.

e. UNCLASSIFIED biography of the nominee not to exceed one page with one-inch margins and Arial font size 12.

f. A copy of DA Form 4037 Officer Record Brief or DA Form 2-1 Personnel Qualification Record for ARNG and USAR nominees.

g. A copy of the nominee's DA Form 67-9 Officer Evaluation Report (OER) covering the most recent 12-month period and the previous two OERs in successive order, if available. In lieu of previous OERs, submission of nominee's DA Form 1059 Service School Academic Evaluation Report is required. Do not submit nominee's previous NCOERs.

h. A copy of the nominee's most recent DA Form 705 APFT Scorecard and DA Form 5500/5501 Body Fat Content Worksheet, if required.

i. Memorandum from unit S2 verifying material is UNCLASSIFIED.

## **9. Awards**

a. The recipient will be announced following the Review Board process and will be recognized as noted below.

b. The 2020 recipient or authorized representative will attend an award ceremony sponsored by the Chief of the MI Corps at Fort Huachuca in February 2020 (exact date to be announced later).

c. Pursuant to Department of Defense (DOD) Regulation 5500.7-R *Joint Ethics Regulation*; Title 5 of the Code of Federal Regulations (CFR), Section 2635.204(d); and AR 600-8-22 *Military Awards*, the awards are part of a bona fide regular program of recognition with established nomination criteria and selection procedures. Accordingly, recipients selected for this award may accept outside gifts presented after appropriate annual ethics review.

**10. Funding.** USAICoE&FH will fund travel and per diem costs for the recipient and one guest to attend the award ceremony.

**11. Milestones.** Milestones for the 2020 CW5 Rex Williams Award for Excellence in MI are listed below:

### **CW5 Rex Williams Award for Excellence in MI Program Milestones**

**Milestone:** MI Corps message announcing competition

**Date:** 1 September 2019

**Milestone:** All nomination packets submitted to the MI Corps Historian  
**Date:** 1 November 2019

**Milestone:** Selection process complete, winner announced  
**Date:** o/a 20 December 2019

**Milestone:** Award ceremony at Fort Huachuca, Arizona  
**Date:** Week of 24 February 2020 (exact date to be announced later)

## **12. Publicity**

a. All MI echelons are encouraged to publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to, the following:

(1) Announcements of nomination window and recipient in local newspapers.

(2) Background information about the Army-wide aspects of the award program, selection criteria, and CW5 Rex Williams's distinguished career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this SOP or supplements thereto will adhere to all applicable Privacy Act and Freedom of Information Act requirements.

c. Point of Contact for this SOP is the MI Corps Historian at [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil) or 520-533-4113 (DSN 821-4113).

## **Appendix A**

### **References & Glossary**

#### **Section I**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read the related publications to understand this publication.

##### **AR 600-8-22**

Military Awards

##### **AR 600-9**

The Army Weight Control Program

##### **5 CFR 2635.204(d)**

Administrative Personnel

##### **DOD 5500.7-R**

Joint Ethics Regulation

#### **Section II**

##### **Referenced Forms**

##### **DA Form 2-1**

Personnel Qualification Record

##### **DA Form 67-9**

Officer Evaluation Report

##### **DA Form 705**

Army Physical Fitness Test Scorecard

##### **DA Form 1059**

Service School Academic Evaluation Report

##### **DA Form 4037**

Officer Record Brief

##### **DA Form 5500/5501**

Body Fat Content Worksheet

#### **Glossary**

##### **Section I**

##### **Abbreviations**

##### **APFT**

Army Physical Fitness Test

##### **AR**

Army Regulation

##### **ARNG**

Army National Guard

##### **CFR**

Code of Federal Regulation

##### **CWO**

Chief Warrant Officer

**DA**

Department of the Army

**DOD**

Department of Defense

**DSN**

Defense Switched Network

**MI**

Military Intelligence

**MOS**

Military Occupation Specialty

**OER**

Officer Evaluation Report

**SOP**

Standard Operating Procedure

**USAICoE&FH**

US Army Intelligence Center of Excellence and Fort Huachuca

**UCMJ**

Uniform Code of Military Justice

**USAR**

United States Army Reserve

**WO**

Warrant Officer

**Section II****Terms****Active Army**

The Active Army consists of Regular Army Soldiers on active duty; Army National Guard (ARNG) and Army Reserve Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on active duty for training (ADT), Active Guard Reserve (AGR) status, active duty for special work (ADSW), temporary tours of duty (TTAD) for 180 days or less, and active duty pursuant to the call of the President (10 USC 12304).

**APPENDIX B  
COVER LETTER FORMAT**

**(on unit letterhead)**

MEMORANDUM FOR President of the CW5 Rex Williams Award Review Board, US Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000

SUBJECT: Nomination Packet for the 2020 CW5 Rex Williams Award

1. I nominate WO1 (or CW2) XXXXXXXXXXXX for the 2020 CW5 Rex Williams Award.
2. In support of this nomination the following information is provided.
  - a. Name: XXXXXXXXXXXXXXXXXXXX
  - b. Grade: WO1 (or CW2) (Not promotable)
  - c. Military Occupational Specialty: XXXX
  - d. Current duty position and unit of assignment: XXXXXXXXXXXXXXXXXXXX
  - e. Duty Phone Number (DSN or Commercial): XXXXXXXXXXXX
  - f. Email address: XXXXXXXXXXXXXXXX
3. I verify that the nominee meets the following criteria:
  - a. Holds the appropriate grade for eligibility.
  - b. Is fully eligible for continued service through March 2021.
  - c. Is not under unfavorable personnel action or UCMJ.
  - d. Meets height and weight standards specified in Army Regulation (AR) 600-9.
  - e. Has a current passing grade on the Army Physical Fitness Test (APFT).
4. The point of contact for this nomination is XXXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXXX